



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT <b>PURCHASE/PROVISION OF FOOD AND MEALS FOR CLINICAL PROGRAM PATIENTS/CLIENTS</b>	POLICY NO. <b>410.1</b>	EFFECTIVE DATE <b>4/1/91</b>	PAGE <b>1 of 2</b>
APPROVED BY: <b>original signed by: ROBERTO QUIROZ</b> <div>Director</div>	SUPERSEDES <b>N/A</b>	ORIGINAL ISSUE DATE <b>4/1/91</b>	DISTRIBUTION LEVEL(S) <b>1, 3</b>

### **PURPOSE**

- 1.1 To provide guidelines for the purchase of food or provision of meals to patients in Department of Mental Health (DMH) Short-Doyle clinical programs.

### **POLICY**

- 2.1 The purchase of food or provision of meals for patients is restricted to those programs where therapeutic intent is assured.
- 2.2 The day treatment continuum of services and homeless programs have been specifically identified as supporting the need for incorporating the provision of meals and/or food. This determination is based on the fact that the specific programs are either “therapeutically indicated” or serve as a “basic living support service to patients.” Food purchases for outpatient, case management, and community outreach programs must be paid for by other means, such as Donation Trust, etc. Funds are not available from Short-Doyle allocations.

### **BACKGROUND**

- 3.1 The purchase of food or provision of meals for patients has been an unresolved issue for several years. While no formal State DMH Letter has taken a position on the meals/food issue, a “stance” or interpretation was articulated in August, 1983, (Carhill) which did not fully clarify the issue of allowing food costs as reimbursable expenses to Short-Doyle programs offering day treatment services.
- 3.2 The lack of a firm position allowing for food costs within day treatment programs has been intensified by virtue of the fact that several programs offering these treatment services were targeted for disallowance in their costs reports. Prior to 1985-86, food costs in day treatment programs were allowed. While a definitive position based on our rationale allowing food cost for day treatment and homeless programs is being pursued at the State level, the following guidelines will be observed.



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### **GUIDELINES**

- 4.1 Food and/or meals will be allowed to Short-Doyle programs serving as the following:
- 4.1.1 Programs which are specific and time-limited treatment components of day treatment, day care habilitative, and socialization programs developed to assist mentally disabled persons with planning, preparation, and serving of meals.
  - 4.1.2 Programs which provide basic living support services and services not currently funded by local mental health programs for mentally disabled persons who are homeless or at risk of becoming homeless.
  - 4.1.3 All other programs requesting food purchase orders within DMH (directly operated) must be processed through routine channels culminating by a signature approval of the respective Deputy Director/Medical Director prior to submitting it to Administrative Support Bureau. The person who signs the request for food purchases will be responsible for certifying that the food purchase is an allowable cost for Short-Doyle and/or categorical funds.
  - 4.1.4 Questions pertaining to food purchase orders for directly operated programs should be directed to the Administrative Support Bureau.

### **AUTHORITY**

State Department of Mental Health, 1983, Carhill